

**WORK MEASUREMENT FACTORS TO BE CONSIDERED
IN EVALUATING STAFFING FOR AND PERFORMANCE OF
LOGISTICS AND SUPPLY ACTIVITIES**

1. Number of projects by types, per division, which require the preparation of logistical annexes.
2. Frequency with which material forecasts must be prepared and work required.
3. Numbers of Requisitions, including price and availability studies, prepared per month.
4. Number of property disposal actions per month and effort involved.
5. Number of cables and dispatches prepared each month, by type.
6. Number of man-hours required per month by logistics personnel for staff conferences and meetings.
7. Time required for review of proposed regulatory issuances per month.
8. Number of reports, internal and external required, frequency and content of each.
9. Types of records maintained, effort required and purpose, including records such as:
 - a. Motor vehicles records
 - b. Property Records
 - c. Real estate and Construction records
 - d. Stock catalogs, pricing guides
 - e. Requisition Logs
10. Number of actions per month, by type of General Services nature, such as space alterations or moves, telephone installations or changes, etc.

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